

Xenia Community Schools

2011-12 Local Professional Development Committee Members

Please feel free to contact any one on the committee if you have questions or need help.

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Meeting dates for the 2011-2012 school year are:

Wednesday, June 15, 8:30 am
Wednesday, October 19
Wednesday, February 15
Wednesday, May 16

Wednesday, August 17, 8:30 am
Wednesday, November 16
Wednesday, March 21
Wednesday, June 20, 8:30 am

Wednesday, September 21
Wednesday, January 18
Wednesday, April 18

All meetings are open to the public and are held in the Central Office Conference Room at 3:45 p.m. unless otherwise noted.

XENIA COMMUNITY SCHOOLS

Local Professional Development Committee (LPDC)

MISSION

The mission of the Xenia Community Schools Local Professional Development Committee (LPDC) is to foster and encourage professional development and to ensure fair and equitable processing of certification and licensure paperwork and documents.

BELIEFS

- We believe that educators must continue to grow, improve, and achieve higher levels of competence through a system that encourages certified personnel to establish standards defining excellence for their professional development.
- We believe professional development enhances the educational growth of staff members, positively impacts students achievement, and supports the mission of the Xenia Community Schools.

PURPOSE

The purpose of the LPDC is to oversee and review professional development plans for course work, continuing education units, and equivalent activities. The Committee:

- ▶ Promotes alignment of professional growth with individual, student, building, and/or district needs and goals
- ▶ Emphasizes increased student learning and achievement as a professional goal
- ▶ Sets standards, procedures, guidelines, criteria, and approval for **Professional Development Plans** (PDP)
- ▶ Grants prior approval and final approval for professional development activities
- ▶ Determines if course work and other continuing education activities proposed by the educator meet the requirements for renewal of licenses and transition to licensure
- ▶ Validates educators' professional development through the approval and issuance of Certificates of Attendance within the district
- ▶ Makes a final recommendation for approval or disapproval of license renewal, or transition to licensure

RESPONSIBILITIES OF THE LPDC

Senate Bill 230 recognized the impact of quality professional development on student achievement. LPDC's were created in SB230 to establish and maintain standards for professional development quality, to ensure that educators were involved in "high quality" job-embedded professional development activities. This has allowed greater flexibility and freedom for educators to utilize multiple strategies to engage in learning that fits their needs as well as their students', school's, and district's as a whole. Under SB230, the responsibilities of the LPDC include:

1. Establish operating procedures.
2. Develop criteria for submission and review of PDPs
3. Set standards for quality professional development
4. Create by-laws to govern the LPDC activities and consistently abide by these and the operating procedures
5. Determine committee membership, terms of office, and responsibilities
6. Create the format for Professional Development Plans (PDPs)
7. Create an appeals process
8. Operate under the Open Meetings Act (Sunshine Law) and the Public Records Act. A full update of the Ohio Open Meetings Act and the Public Records Act is available from the Ohio Attorney General's Office. A summary of the Open Meetings Act (Sunshine Law) is available at the Ohio School Boards Association Web site.

MEMBERSHIP

In accordance with ORC 3319.22 and legislative approved state guidelines, a Local Professional Development Committee (LPDC) shall be formed to establish and review the standards and requirements for obtaining professional educator licenses.

LPDC Membership: The LPDC shall be comprised of:

1. Seven (7) members
 2. Four (4) shall be teachers.
 3. A stipend shall be paid to LPDC members
 4. Three (3) members shall be administrators who shall be appointed by the superintendent.
 5. Two teacher members shall step down when an administrator desires a majority of administrators when reviewing his/her PDP.
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1. **Teacher Members: Four (4) teacher members** shall be appointed as per XEA Constitution and By-laws. There shall be one (1) member each from the High School, Middle School, Elementary, and from Special Education.
 2. **Term of Teacher Members: Teacher members** shall serve a minimum of two (2) years, July 1 through June 30.
 3. **Vacancy:** In the event there is a vacancy for a teacher member on the LPDC, a new member will be appointed as per the XEA Constitution.
 4. **Removal of a Member: A member** who is not fulfilling his/her duties on the LPDC may be removed for just cause by a vote of a simple majority of LPDC members.

ROLES AND TERMS OF OFFICE

The Xenia Community Schools' Local Professional Development Committee shall consist of the following roles and terms of office.

- *Chair: The Chair shall be a teacher member elected by a majority vote of the committee members at the first meeting of the LPDC and thereafter be the Chair-Elect from the previous year.
- * Chair-Elect: The Chair-Elect shall be a teacher member elected for one year by a majority vote of the committee members at the first meeting of each new term. The following year the Chair-Elect becomes the Chair.
- Secretary: The Secretary will be a non-voting member.

**Both Chair and Chair-Elect are the official signatories for District and/or State documents.*

OPERATIONAL PROCEDURES

1. The LPDC will meet monthly when school is in session. All regular meetings will be outside the regular school day and held at Xenia Community Schools Board of Education offices at 3:45 p.m.
2. The Chair or Chair-Elect has the right to cancel a meeting if no actions are needed or a quorum of members (includes Chair or Chair-Elect) are not present, or to call an emergency meeting when necessary. A quorum shall be a majority of the total LPDC membership.
3. The LPDC will review all PDPs that are submitted for approval prior to the scheduled meeting.
 - A. For employees renewing a license, the LPDC will vote on the approval of the PDP. Approval of PDPs shall be determined by a simple majority vote of committee members.
 - B. For the employee renewing an administrative license, the LPDC, less two teacher members if requested by the administrative candidate, will vote on the PDP.
 - C. Reviewed PDPs are to be returned within fourteen (14) calendar days of the review, with a decision as to approval.

APPEAL PROCESS

1. **Reconsideration.** If an educator disagrees with the LPDC decision, the educator will be given the opportunity to meet with the LPDC in person to discuss the PDP and to discuss his/her case in relation to the LPDC operational procedures. This discussion will also serve to help the educator gain an understanding of the perspective of the LPDC. Meeting minutes will reflect the outcome of the reconsideration process.
2. **Third Party Review.** If, after reconsideration process has taken place, the LPDC and the educator are still unable to come to an agreement, a third party will review the decision. A panel review consisting of:
 - one licensed educator selected by the LPDC;
 - one licensed educator selected by the licensed educator;
 - one licensed educator agreed upon by the above two.

These three individuals then function as a panel to review the LPDC decision and either uphold it or overturn it on evidence of fidelity to the LPDCs procedures (Did the educator comply with the LPDC criteria, procedures and timelines? Did the LPDC abide by its operational procedures?)

(P 18...Resource Guide)

DOCUMENTATION AND RECORD KEEPING

The LPDC will establish and maintain a record of those educators who have presented PDPs for review and the committee decisions concerning those reviews. **The educator is responsible for maintaining his/her records and the documentation that the PDP requirements have been completed.**

CRITERIA FOR A PDP

Each professional activity that is proposed must be clearly related to the area of licensure, classroom teaching, the Ohio Standards for the Teaching Profession, and Ohio ABLE Administrator Standards, Elements, and Indicators.

Identified goals and strategies must be relevant to the needs of the district, the school, the students and the educator and must be tied to the Professional Educator Standards.

Ten (10) contact hours will be equivalent to one (1) CEU.

Participants must have documentation of completed activities.

EDUCATOR'S RESPONSIBILITIES

Be Informed:

- Meet licensure renewal requirements in a timely manner, which includes submitting the licensure renewal applications;
- Know the professional development and renewal application requirements for educator licensure, including the meaning of licensure issuance and expiration
- Choose coursework and other professional development activities that reflect the principles of quality professional development;
- Know building and district goals.

Abide by LPDC Operating Procedures:

- Follow the LPDC procedures, criteria and timelines for reviews of PDPs, coursework, and other professional development activities;
- Submit the PDP for LPDC approval soon after receiving a new or renewed license or certificate;
- Obtain LPDC approval of the PDP before engaging in professional development for licensure/certificate renewal, or transition to licensure; professional development that is done either before the PDP is approved or that is outside the scope of the approved PDP will not be accepted for renewal or transition requirements.

EDUCATOR'S RESPONSIBILITIES (continued)

3301-24-08 Professional Educator License Renewal-Proposed Changes

- Align PDP to Educator Standards
→ Teacher, Principal, Superintendent, School Treasurer, and School Business Manager
- No longer required to obtain Master's Degree by second renewal

Maintain Records:

Keep records of all licensure and PDP transactions, particularly the PDP review and approval of the PDP, coursework, and other professional development activities.

- Develop a Professional Development Plan (PDP), based on Professional Educator Standards
- Submit the PDP to the LPDC in a timely manner for approval *prior* to completion of the plan's activities
- Should be approved no later than April 1 and completed by July 15 of the year certificate / license expires
- Licensed/Certificated staff must contact the Ohio Department of Education for renewal if:
 - A license is due to expire and no PDP is in place and time does not allow for the writing, approval, and completion of activities before the license's expiration date; or
 - A license has expired and the holder has no approved PDP on file; or
 - Insufficient hours were accumulated under the approved PDP on file to satisfy re-certification of licensure requirements.
- Maintain his/her records and document that the activities stipulated in the PDP have been completed.
- Upon completion of PDP activities, the educator will submit to the LPDC documentation that PDP activities were completed, along with the completed State application for licensure.

RECIPROCITY

Upon employment in Xenia Community Schools, the newly hired educator will submit verification of the educator's PDP approval from the educator's previous employer, along with any documentation of completed coursework and activities which were accepted by the prior employer's LPDC. As soon as practicable after employment with the Xenia Community Schools and before engaging in any additional coursework or professional development activities, the newly hired educator should submit a PDP in accordance with the Xenia LPDC procedures, criteria, and timelines. No hours which are completed after employment with the Xenia Community Schools will be approved until the educator's PDP is approved by the Xenia LPDC.

AMENDING THE BY-LAWS

The LPDC shall meet annually to review the by-laws. By-laws can only be amended by a two-thirds vote. Changes in the by-laws will not supersede the negotiated agreement.

The LPDC will meet annually for self-assessment through review of feedback of educators.

CHAIR DUTIES/RESPONSIBILITIES

The duties of the Chair shall include:

- Preside at all LPDC meetings'
- Establish a meeting calendar, call all meetings, and set all agendas;
- Ensure that LPDC and PDP processes and procedures are followed;
- Serve as a liaison to the other district professional development committees;
- Serve as the appeals process contact and liaison;
- Serve as one of the LPDC reviewers of district educator professional development plans used for license renewal;
- Suggest training needs of LPDC members;
- Sign the necessary cover sheet for certificate/license renewals as required by the Ohio Department of Education.

CHAIR-ELECT DUTIES/RESPONSIBILITIES

- The duties of the Chair-Elect shall include:
- Preside in the absence of the Chair;
- Assist the Chair in the fulfillment of the needs of the LPDC;
- Serve as an Executive Officer;
- Serve as Chair the following year;
- Succeed to the office of Chair, should that office be vacated;
- Chair-Elect will perform all duties of the Chair in the event of absence/disability;
- Sign the necessary cover sheet for license renewals as required by the Ohio Department of Education.

SECRETARY DUTIES/RESPONSIBILITIES

The duties of the LPDC Secretary shall include:

- Keep accurate minutes of the LPDC meetings;
- Send minutes and agendas to LPDC members at least 48 hours in advance of succeeding meetings;
- Coordinate communications with the district staff;
- Be responsible for all necessary correspondence;
- Keep LPDC membership records up-to-date, and keep a mailing list of all members including names, school and home addresses, telephone numbers, etc.;
- Maintain a notebook or easily accessible electronic record of all committee activities.